

What is a District Zone Change?

A District Zone Change is a change to the zoning classification of a parcel or parcels of land which is reflected on the official Zoning Map for the Township.



How Do I Apply for a Zone Change?

Applications for a District Zone Change are made to Miami Township.

A pre-application conference is highly recommended. Such a conference can identify potential issues that could arise during the zone change process.

The application must be signed by the property owner and 16 copies of the application and all attachments must be submitted to the Township.

Site Plan Review

All requests for a zone change must also include a site plan review. All Zone Change requests must be for a specific use with a specific plan.

The Zone Change Application Must Include

All Applications for a Zone Change must include the following:

- Completed application with justification for the proposed zoning district.
- A detailed site plan showing the location of all buildings, streets, drives, parking, landscaping, signs, and other project data; and all adjoining properties
- A list of all adjoining property owners. The list should be on mailing labels and four copies submitted.

What is the Process?

A Zone Change request requires three public meetings. The process may take 3-6 months to complete depending on the complexity of the request.

County Planning Commission

- The first meeting is before the Clermont County Planning Commission. The Planning Commission meets the fourth Tuesday of each month. The Planning Commission makes a recommendation to Miami Township.

Miami Township Zoning Commission

- The second meeting is a public hearing before the Miami Township Rural Zoning Commission. The Zoning Commission meets the first Wednesday of each month. The Zoning Commission makes a recommendation to the Township Trustees.

Miami Township Board of Trustees

- The third meeting is public hearing before the Township Trustees. The Township Trustees take final action on the zone change request. These public hearing are set by the Trustees and will vary.

Your Community Development Staff:

Larry Fronk, Director of Community Development
Gloria Condelles, Zoning Administrator
Jim Brockman, Zoning Inspector

Zoning: (513) 248-3731
Planning (513) 248-3725
FAX: (513) 248-3730

Web Page: www.miamitownshipoh.gov

MIAMI TOWNSHIP

**APPLICATION FOR DISTRICT ZONE CHANGE
AND SITE PLAN REVIEW**

Office Use Only

Case # _____

Zoning # _____

Fee _____

Check # _____

Receipt # _____

Date: _____

Please check one of the following:

_____ Application for a District Zone Change, Non-PUD (Fee - \$1200.00)

_____ Application for a District Zone Change, PUD (Fee - \$1500.00)

Applicant Name: _____ Phone : _____

Mailing Address: _____

Name of Property Owner: _____ Phone _____

Mailing Address: _____

Engineer's Name: _____ Phone: _____

Engineer's Address _____

If the applicant is not the owner, then state the applicant's interest in the property _____

Address of Subject Property _____

Please provide the Property Identification Number for each parcel being considered for this zone change: _____

Total Acreage for which the Zone Change is requested: _____

Current Zoning: _____

Proposed Zoning: _____

Please provide the following attachments:

1. Provide justification and documentation, which supports this request for a zone change. If you contend that the existing zoning is no longer suitable for the subject site, set forth the reasons why you believe this to be the case and provide all materials that support this position. If you believe the subject zoning is unconstitutional with regard to this site, set forth the reasons why you believe this to be the case and provide all material that support this position. If you believe the existing zoning denies the owner of the site all economically viable uses for the site, set forth the reasons why you believe this to be the case and provide all materials that support this position.
2. Briefly describe the proposed use of the property and the proposed improvements.
3. A site plan, in accordance with the requirements of Chapter 27 of the Miami Township Zoning Resolution, including but not limited to the following:
 - a. All property boundaries and dimensions.
 - b. All topographic features.
 - c. All existing and/or proposed buildings and additions
 - d. All streets, sidewalks, drives, parking, loading areas, and similar features
 - e. A proposed landscape plan.
 - f. Proposed building elevation drawings.

Note: A site plan review will be conducted concurrently for all District zone change requests.

4. A list of all property owners within two hundred (200) feet of the subject property being considered for a district zone change. You must supply four (4) sets of typed address labels for each of the surrounding property owners, the subject property owner and the applicant.

Applicant's Signature

Date

Owner's Signature (if different from above)

Date

Subscribed and sworn before me on this _____ day of _____, 20____.

My Commission expires _____, 20 ____.

Notary Public

***Please submit 20 copies of the application and all attachments
All plans must be folded – not rolled**